



Mike Huckabee, Governor

## ARKANSAS DIVISION OF CHILD CARE AND EARLY CHILDHOOD EDUCATION

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Fax: 501-682-2317  
[www.state.ar.us/childcare](http://www.state.ar.us/childcare)

November 26, 2003

Dear Child Care Providers:

Re: AASIS December System Shut Down.

THERE WILL BE NO BILLING PROCESSED DURING DECEMBER 23, 2003-  
DECEMBER 30, 2003. THE SYSTEM WILL BE SHUT DOWN AND NO PAYMENT  
WILL BE PROCESSED DURING THIS TIME.

The reason for the Shut Down is:

- **The AASIS System will shut down on December 23, 2003 (8:00a.m.) –  
December 30, 2003 for the upgrading of the AASIS Production System.**

We are urging all providers to bill by December 16, 2003 to guarantee processing and  
payment by December 25, 2003.

As providers you may continue to bill, but anything billed on December 23, 2003 will be  
stored in holding until December 30, 2003.

The billing processed on December 18, 2003, which is the Thursday before December 23,  
2003, may process before December 25, 2003, but there will be no guarantee at this time.

We apologize for this inconvenience, but we have no control over the process. It is  
important that the system be upgraded to be more efficient to all state systems.

The following individuals are available for assistance during this shut down: Jimmy  
Fields, Fiscal Administrator (682-4894), Alicia Lawrence, System Administrator (682-  
6354), Delois Calhoun, Voucher Billing Processor (683-0032), and Debra Tayes-Cooper,  
Agreement Coordinator (682-8758). The Day Care toll free number is 1-800-322-8176.

Sincerely,

Thomas Sheppard  
Eligibility Administrator



ARKANSAS DEPARTMENT OF  
**HUMAN SERVICES**

"The Department of Human Services is in compliance with Title VI and VII of the Civil Rights Act"